



Embassy of the United States of America
Foreign Student (Thai) Intern Program 2015
(Consulate General Chiang Mai)

The Foreign Student (Thai) Intern Program will be offered from June 8 to August 7, 2015. The requirements are:

- Be a full-time student at an accredited Thai university;
- Be a third or fourth year student by the time this internship begins;
- Be at least 18 years old;
- Have a GPA of 2.80 or higher;
- Possess good working knowledge of English; and
- Complete medical and security clearance (after selection).

Interested students should submit an application with verification of student status, transcript, and Thai ID card **by email to FNSIPChiangMai@state.gov**
(Subject: Chiang Mai FNSIP#2015 - Name –Surname and Position Number),

Students must identify the position number(s) of the position(s) they are applying for on their applications. ****Please note that students may apply for up to 3 positions only.**

Applications are due no later than January 11, 2015.

Internships will be offered in the following offices/organizations:

<u>CSIP#2015/1</u>	Community Liaison Office/ Management Section
<u>CSIP#2015/2</u>	Political Section
<u>CSIP#2015/3</u>	Economic Section
<u>CSIP#2015/4</u>	Consular Section
<u>CSIP#2015/5</u>	Information Systems Center Section
<u>CSIP#2015/6</u>	Public Diplomacy

For additional information, please contact HR Customer Service at
BangkokHRCS@state.gov or 02-205-4570.

Attachment 1: Job Descriptions and Special Requirements

CSIP#2015/1

Office / Organization: Community Liaison Office (CLO)

Job Description:

- The intern will interact with the Consulate American/Thai staff and family members as intern of the Community Liaison Office.
- Assist with planning, organizing and facilitating Community Liaison Office events including holiday parties, CLO lunches and outings, and other CLO events planned for the Consulate community within the Chiang Mai Community.
- Help maintain electronic and physical database.
- Assist with the community newsletter and help photograph events.

Special Requirements:

- Proficient in reading and writing English, computer skills, and power point presentations.
- Experience in community service of some kind. Example- working with Habitat for Humanity, other local NGO's, or tutoring students.

CSIP#2015/2

Office / Organization: Political Section

Job Description:

- Monitor political events through various media sources, key developments and selected issues of interest in local and cross-border regions.
- Attend and report on seminars, workshops, rallies and other relevant political events of USG interest.
- Update biographical data and profiles of key individuals and organizations within the consular district.
- Assist with scheduling visits and other preparations for USG officials or high-profile visitors.
- Work with interns from other sections on joint projects.

Special Requirements:

- Preferred areas of study: Political Science, International Relations, Public Administration, Sociology, Law, and Humanities/History.
- Working level of computer and internet skills.
- English language proficiency with report writing ability.
- Availability to work beyond normal working hours when needed.

CSIP#2015/3

Office / Organization: Economic Section

Job Description:

- Gather data for economic, commercial and environmental reporting.
- Assist in updating economic and commercial data base.
- Support the Thai-U.S. Creative Partnership programs.
- Support the consulate's economic and commercial update on social media platform.
- Support administrative tasks in the section.
- Perform other duties as assigned.

Special Requirements:

- Candidate must be currently enrolled in Faculty of Economics or Faculty of Business Administration from Northern Thailand.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.

CSIP#2015/4

Office / Organization: Consular Section

Job Description:

- Will assist in nonimmigrant visa (NIV) and routine American Citizen Services (ACS) processing during post's peak season for both.
- Will perform case intake, document screening, and data entry.
- Will assist in emergency ACS cases as assigned, including accompanying officers or other Consular staff on emergency ACS visits outside of the Consular section to prisons, hospitals, or other locations.
- May translate for officers at out-of-office visits or during NIV interviews.

- Will also perform file maintenance and special projects related to improving section efficiency.

Special Requirements:

- Students must possess service mind and client-oriented personality.
- Good interpersonal skills. Background in interpretation/translation experience and/or work (full time, part-time, or short project) with international organization is a plus.
- Good computer skills and fluent level of English proficiency is also necessary.

CSIP#2015/5

Office / Organization: Information Systems Center Section

Job Description:

- Provide user level technical support for end users, computers, printers, etc.
- Responsible for IT Inventory management and update data.
- Answering telephone calls to arranging appointment and assign job ticket.
- Taking messages, typing and work processing.
- Monitor printers, copiers, and fax machines to make sure they are working properly and getting regular maintenance.
- Assist with creation and documentation of IT systems and networks.
- Working with consulate team for all generic problems.

Special Requirements:

- Experience with MS Office products.
- Familiar with IT hardware and software to resolve with basic problems that relate to computer and networking.
- Must have basic knowledge of current technologies available in the IT world.
- Previous experience with computer and printer maintenance and repair.
- Willingness to work with many different people.
- Ability to be courteous and helpful.
- Customer service oriented also understanding of the different kind of the users.

CSIP#2015/6

Office / Organization: Public Diplomacy

Job Description:

- Provide support for regular cultural and educational programs.
- Survey the opportunities to engage the Consulate's mission into local community/public's events.
- Monitor and organize inventory (promotional items, publications).
- Responsible for news monitoring/ briefing/ clipping.
- Assist in arranging media events.
- Design and produce brochures/ posters, including other promotional materials.
- Assist on online communication (Facebook, Twitter, Website update).
- Update educational/cultural and media contact database.
- General Tasks: Assist on daily basis/ administrative requirement; translation service; logistics.

Special Requirements:

- With interest in communications, media, cultural affairs.
- Multitasking, enthusiastic, creative.
- Pleasant personality, excellent communication skills.
- Time management skills, able to work independently.
- Very good English skills. (EN-TH translation is a must)

Number of required hours: 40 per week (flexible)

Submit application to: Email: FNSIPChiangMai@state.gov

(Subject: Chiang Mai FNSIP#2015 - Name –Surname and Position Number)

Closing date:

January 11, 2015

****Please note that the above vacancies are unpaid jobs.***

***** There will be no housing or other allowances provided for those students from other provinces who are selected for the positions in Consulate General Chiang Mai.***